

## **6.0. Facilities and Transportation**

### **6.0. SURPLUS SCHOOL DIVISION ASSETS: DISPOSAL PROCEDURE**

**Adopted: February 14, 1989**

**Reviewed by Committee: September 26, 2006, March 14, 2017**

**Policy Reference: EL-1.6**

#### **Legislative Reference:**

Disposal of School Division assets are governed by the Minister's Guidelines for Surplus Property.

Where school or division property are not covered by the guidelines (except for outworn or discarded materials) it shall be in accordance with the tendering or auctioning procedures of the Public Schools Act.

#### **Procedures:**

1. The Principal shall check with other schools in the division and the school division office to determine if there is a need for the item(s) elsewhere in the school division.

If the item(s) are to be transferred to another school within the division the school administrators will negotiate a price, and inform the Secretary-Treasurer of the agreement.

2. All articles to be auctioned or tendered need prior approval of the Superintendent/CEO.
3. There will be a minimum of fourteen (14) days posting of notices advertising tenders or auctions through the Division. Notices will be approved and circulated by the division office for posting.
4. All bids for tendered items must be sent directly to the Secretary-Treasurer who will provide notification of the successful tender.
5. Money from the sale of surplus equipment will be credited appropriately.